

Ark Globe Academy Primary



EYFS Information Handbook for Parents September 2022

Welcome to Ark Globe Academy Primary

We want your child to feel confident, happy and secure when starting school and hope this information handbook answers any questions, worries and fears you may have so that you too feel confident when they start school.

The first section relates to the Nursery application process for your child whilst the second section relates directly to the Early Years Foundation Stage (EYFS) such as the curriculum.

Section One: Nursery Application process

What is our Nursery Offer from September 2022?

In order to meet the needs of our local community, we are able to offer both full and part time places:

- From September 2022, we will offer 50 full time and part time Nursery places for children aged 3 – 4 years old:

14 Part time places	8:30 – 11:30am
18 Full time places	8:30 – 3:30pm

- All Nursery places will be offered on a first come, first served basis and once full will follow the same criteria as our school admissions:
 - Looked After Children and all previously Looked After Children;
 - Children of a staff member who fills a post for which there is a demonstrable skill shortage as approved by Ark Schools. (This priority is limited to no more than one place in each form of entry in any year).
 - Children who have a sibling who already attends the school and who will continue to do so on the date of admission (for this purpose "sibling" is a whole, half or step-brother or step-sister or an adopted child resident at the same address);
 - Children of staff in the school may also receive priority where the parent has been employed in the academy for two or more years at the time of the application for admission (that is the year before admission). Priority is limited to no more than one place for each form of entry in any year.
 - Children who live closest to the school using a straight-line distance from the main entrance of the academy to the main entrance to the child's home.

What type of Nursery place am I eligible for?

Please visit the Government's Childcare choices website for their eligibility calculator:

www.childcarechoices.gov.uk

To use this calculator, you will need:

- To know the working hours and income for yourself (and your partner if you have one)
- Child's date of birth
- Benefits your children receive

The calculator should take approximately 5 minutes to complete.

How do I apply for a place at Ark Globe Nursery?

Once you know which entitlement you are eligible for, you then apply for either a full time or a part time place at Ark Globe. If you wish to apply for a full-time place, you will need to apply for a code at www.childcarechoices.gov.uk. You will need your NI number and if self-employed your unique taxpayer reference. Without this code, your child will not be allowed to attend full time and you will need to apply for it every term to ensure your child attends full time the following term.

The application form is available from the Primary office – please complete and return the form together with supporting paperwork:

- Birth certificate
- Proof of address
- Utility bill or council tax bill

Once your application has been submitted, you will be notified of the status of your application within one month of submission.

What do I do if my eligibility changes?

Your eligibility for 30 hours free childcare must be re-confirmed every 3 months. In line with our admissions policy, if your eligibility for 30 hours funding changes at any point, you will be offered a 15 hours place if this is available. If it is not, you will be placed on our waiting list and will be notified when a space becomes available.

When does my child start Nursery?

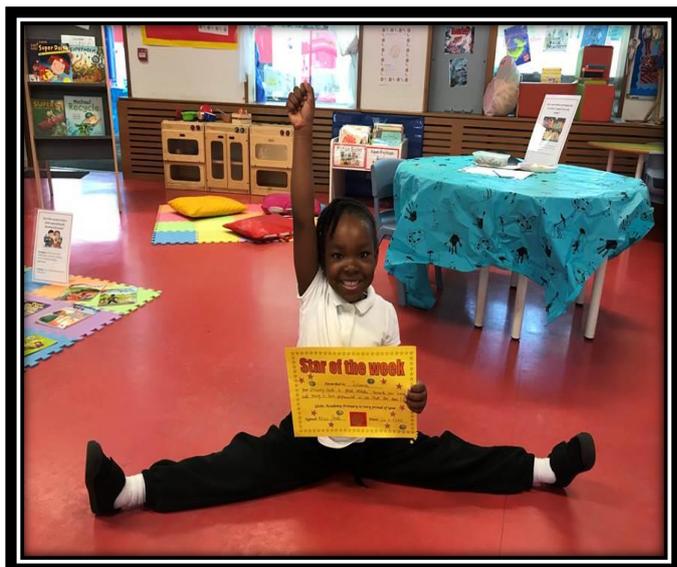
Nursery pupils can start in the September after they have turned 3 years old. Our Nursery opens in line with our school term dates which can be found on our website: www.arkglobe.org

What is the induction process?

Once we have received your application, we will confirm the status of the application within one month. In the summer term 2022, a **home visit** will be conducted by two members of the Nursery staff to find out more about your child in their own surroundings. We will then invite you and your child in for a **'Stay and Play'** session in June 2022. Your child will then start at some point in the first week of the new academic term in September 2022 – we will let you know ahead of time when this date will be.

If I have more questions, who can I contact?

If you would like to discuss anything about the Nursery application process or have any further questions about Nursery, please do not hesitate to contact us at info@arkglobe.org



Section Two: Early Years Foundation Stage Information

What is the Early Years Foundation Stage?

This first key stage of learning is for children from birth to five years of age and has its own curriculum. This includes Nursery and Reception. The Foundation Stage makes a crucial contribution to children's early development and learning. It is the time when the groundwork for each child's learning is established and a time to develop many early skills.

We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others. There are seven areas of learning that make up the Foundation Stage Curriculum:

Three Prime Areas

- **Communication and Language** – children develop skills and confidence in speaking and listening in a range of situations.
- **Physical Development** – children develop their co-ordination, control, and movement through being active.
- **Personal, Social and Emotional Development** – within clear boundaries children form positive relationships, develop social skills and respect for others and understand appropriate behaviour.

Four Specific Areas

- **Literacy** – through the daily phonics lesson (Read, Write Inc.) children link sounds and letters and begin to read and write. In addition, there is a daily literacy lesson and planned opportunities for reading. Fine motor skills development and handwriting are also formally taught and practised.
- **Mathematics** – through the daily maths lesson, pupils are taught in short chunks of whole class teaching and focused maths experiences and during the afternoons, maths meetings which include conversations about number, 'everyday' maths and oral rehearsal of number sequences and patterns.
- **Understanding the World** – finding out about people, places, technology and the environment.
- **Expressive Arts and Design** – exploring a wide range of media and sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.

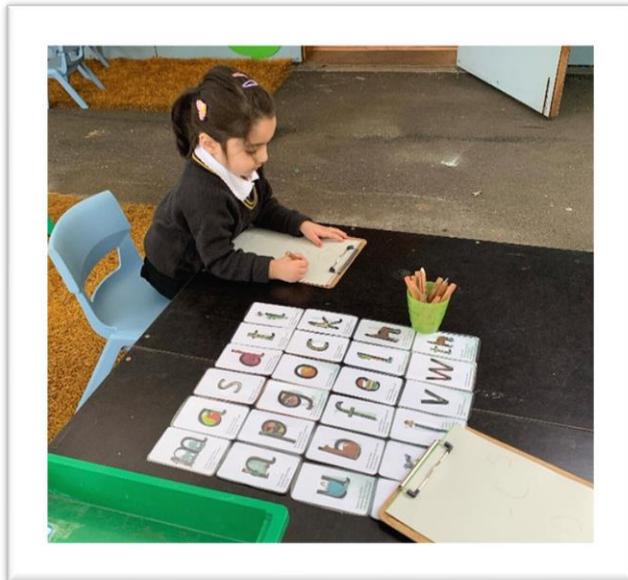
Children in the Foundation Stage need to experience things in a wide variety of contexts and as such, the outdoor learning environment is a large part of the curriculum. Activities across all areas are planned for to allow children the opportunity to develop holistically and grow as individuals.

Every child has the opportunity to experience situations first-hand through a mix of both play and structured activities. All adults involved in the children's learning keep records on the children's experiences and this feeds into all assessments. These records are kept in online learning journals - EExAT (Early Excellence Assessment Tracker) and show the children's progress over the year.

Parents are also able to contribute to EExAT with any learning that takes place at home.

We encourage reading, communication, and mathematical skills from the very beginning. Reading is taught through a structured phonics scheme (RWInc.) supplemented with a wide range of other books. We encourage parents to work with their children at home by reading to them on a daily basis, discussing the pictures and asking questions about the text.

We are always pleased to discuss ways in which parents can help their child at each stage of their development.



Who are the staff in the EYFS?

Early Years Phase Leader: Ms Chloe Ratnatunga

Nursery Teachers and Co-Teachers:

Newton Class: Ms N. Green (Class teacher)
Ms Shanu (Co-teacher)
Ms Ranu (Co-teacher – Mondays, Tuesdays and Wednesdays)
Ms Lucy (Co-teacher – Thursday and Fridays)

Reception Teachers and Co-Teachers:

Pascal Class: Ms Shah (Class teacher)
Ms Anastasia (Co-teacher)
Thales Class: Ms Carpenter (Class Teacher)
Ms Emma (Co-Teacher)

All of our classes are named after mathematicians.

The children will also have contact with lots of other staff but will include:

Primary Principal: Ms S. Colburn
Vice Principal: Ms S. McAuliffe
SENCo: Ms A. Kenshole
Art Teacher: Mrs P. Sanders
Sports Coach: Mr Malachi

Starting in the EYFS:

What do I do when I bring my child in the mornings?

The school red gate opens at 8:25am and you can bring your child into the school playground and wait outside your child's Nursery or Reception classroom door. Please stay with your child until the class teacher or co-teacher opens the door and welcomes in your child.

Please say your goodbyes quickly, even if it seems really hard and the children are reluctant to leave you. Your child needs to take off their own coat themselves and hang it on their peg, the book bags go into boxes outside the classroom.

All members of the Senior Leadership Team are on duty in the playground from 8:25am.

The red gate closes at 8:35am and if your child arrives after this time they are classified as late which is then recorded down. Any child who arrives after 9am will receive a U code which counts towards absence. If punctuality becomes a recurring problem, it is then referred to our school Attendance Officer.

If your child attends the Nursery in the morning the session is from **8:30 – 11:30am**.

If your child attends the Full Time Nursery the session is from **8:30am – 3:30pm**.

Please note, we do not hold afternoon only Nursery sessions.

Please try to be on time when you collect your child as children can get upset if they think you might not be picking them up.

What happens if my child is late for school?

If you arrive after the start of the school day, you should take your child to the school office, so they can be put in the register. Always let us know if your child is unwell and absent from school. Punctuality to school is very important so children do not miss out on key learning which often takes place at the start of a day.

What do I do when it is not the usual person collecting my child?

If anyone other than the usual adult is going to collect your child, please notify the school office as soon as possible. We will not hand your child over to anyone who we are not authorised to.

What uniform do I need to get for my child?

The children will need to have black leather or leather look shoes (no boots please) and outdoor coats that they are able to fasten and unfasten themselves. We encourage independence at all times.

We would also like all EYFS pupils to bring in **wellington boots** (name them please) which will stay at school.

Children are **not** allowed to wear jewellery, make up or nail varnish at school and children with long hair should wear it tied back as much as possible.

Please ensure all your child's belongings (book bags, clothing, shoes etc) are named with their full name. School Uniform is available from White Hall Clothiers.

School uniform is:

GIRLS

White polo shirt

Black school V-neck jumper

Black skirt or pinafore dress and black tights /white socks

Yellow checked summer school dress and white socks

Black trousers

Black leather school shoes – no boots, trainers or fabric shoes please

Black / white or yellow hijab (no sparkles please)

BOYS

White polo shirt

Black V-neck school jumper

Black trousers / shorts

Black leather shoes - trainers are **not** allowed

Every child will need a warm, waterproof coat as the children will go outside every day. Please provide a school book bag for every child which must come to school every day.

Please ensure everything is labelled.

If your child loses an item of clothing or property and is unable to locate it in the classroom, please look in the lost property box located in the playground. We discourage toys to be brought to school due to the fact they become lost or broken, unless they are linked to 'show and tell' or a class topic.



During the day...

Will my child need a snack?

We provide a healthy snack (fruit) each day in the EYFS. The fruit and vegetables are provided under the 'School Fruit and Vegetables' scheme introduced by the government, which provides a piece of fruit or vegetable for each child in our Early Years and KS1 free of charge. Water is freely available to all pupils and Nursery has a water fountain outside their classroom.

Packed Lunches

Pupils in Reception all receive a school lunch free of charge, however if you would prefer they can bring in their own packed lunch at the start of the day.

If your child attends the Nursery full time, they will need to bring in their own packed lunch from home. They will eat it in the classroom.

What do I need to do if my child needs medication?

All medicines are held in the office including any inhalers. Should your child need medication for whatever reason, a consent form must be completed. Please ensure you inform the class teacher if medication is to be taken as they will take the child to the office for it to be given.

What happens if you want to take your child on a holiday in school term time?

No holiday unless in exceptional circumstances will be authorised by the school.

Any that are taken will be shown on your child's absence reports as unauthorised absence. We work closely with an Education Officer to ensure pupils attend our school every day.

Overlapping holidays with the beginning of term also has a negative impact on children as during the first half term of starting school or starting a new class, important friendships are made.

Continuous sporadic absence also seriously affects children's ability to make and keep friends as they are often not around to play with.

What will my child be doing at school?

Your child will have daily handwriting sessions (busy fingers), Literacy and Maths sessions. Other areas of the curriculum are integrated within these activities and during our Discover and Do sessions.

Much of the curriculum is organised in topics. During their time in school some of the children's learning will be structured play. There will also be periods of teacher directed learning.

Self-registration

When the children come into the classroom, they will find their own name from a table and will add it to the registration board. This is to help them recognise their name and also to let staff know children are in school. We will also register them ourselves. Please encourage the children at home over the summer to recognise their name.

Will my child take reading books home?

Your child will start bringing picture books home to practise storytelling. Then when they can recognise and sound out some words we will introduce reading books. Lots of reading together at home helps children achieve well in literacy in school. Your child will be given a reading record and we would like you to read the book with your child every day and discuss what is happening, perhaps asking some questions.

Please add comments when your child has read their book and return book bags daily. Please see your child's teacher if you have any queries about your child's reading.

Will my child have homework?

All Ark Globe pupils will have homework appropriate to their age. Reading is expected every day at home where the adult reads to the child. Other homework is sent home on a Tuesday and it is expected back in school on the Friday of that week. Pupils will be given a homework folder.

Will my child need a book bag?

Your child needs to keep their reading books and 'reading record' in a book bag – please don't forget to check the book bags regularly for letters and messages. Pupils' work is often sent home as well as homework.

Assessment

We make regular assessments via observation in adult-directed and child-initiated learning. The assessments form the Foundation Stage Profile, which is submitted to the Local Authority in the final term of Reception.

Digital Learning Journals

Our online learning journals are the fundamental way we record your child's progress through the Foundation Stage and we complete these digitally. As part of the ongoing process we record and notate observations, achievements and photographs. Following an EExAT (Early Excellence Assessment Tracker) workshop in early September 2022, we will ask you for your contribution to the digital journals, by writing about your child's achievements at home – for example if they have achieved something special.

What should I do if I am worried about my child?

It is always better to sort out any problems sooner rather than later. In the first instance make an appointment to see your child's teacher, or secondly the Phase Leader – Mrs Ratnatunga - who will always be happy to discuss any problems. The time available before school is limited and hectic so issues are better addressed at the end of the school day. During the year there will also be occasions when parents are invited into school to discuss how their child is progressing.

If you wish to discuss any matter with the Primary Principal, please ask at the school office or speak to Ms Colburn. She is always on the red gate before school and at the end of school.

Do you offer before and after school provision?

Unfortunately, we are not able to offer a breakfast club or an after-school club at this time.

How can I get involved with my child's school?

We very much welcome our parent supporting the school in any aspect they can – this may be for 1:1 reading, support on trips or any contributions such as books no longer needed.

You can also help from home and we are always grateful to parents who save materials to be used in art and craft work, e.g. buttons, yoghurt pots, corks, lids, shiny bits, foil, ribbon, wool, small boxes, material, cardboard tubes and anything else you think will be useful (please - nothing too big as storage is a problem). These can be sent in when requested.

How can I help my child at home before they start in Nursery or Reception?

Please find below a list of things that will really ensure your child is able to have the best possible start to their EYFS year.

- Put on and take off their coat, hats, scarves etc
- Go to the toilet on their own, wipe their own bottom and wash their hands
- Recognise their own name and letters of the alphabet
- Recognise the numbers 1 to 10
- Recognise different shapes – triangles, circles, squares, rectangles
- Recognise the names of colours – red, yellow, green, blue, orange etc

We hope this handbook has answered many of your questions about your child starting school. We would be pleased to hear feedback about the pack and suggestions for inclusion in the future.

For further information, please refer to the handouts or school prospectus in this pack or which are available from the school office or speak to any member of staff.

Thank you for taking time to read this information and we look forward to welcoming you and your child to Ark Globe Academy Primary.

